



BUSINESS ISSUES

Career advice

Lesson code: BNA3-B7NF-5F16 PRE-INTERMEDIATE

1 Key words

Read the sentences below and match the underlined words and phrases to their definitions:

- 1. I always leave work a little early in order to avoid the traffic.
- 2. This computer is totally outdated. Can I get a more modern one?
- 3. Please take your time. Don't rush your work!
- 4. Don't blame John for the mistake. It wasn't his fault.
- 5. Anne used some very bad language during the meeting. Her behaviour was totally inappropriate.
- 6. Joe always has positive things to say about his colleagues. He tries not to bad-mouth anybody.
- a. criticize someone in a very unpleasant manner
- b. do something too quickly
- c. not suitable in a particular situation
- d. old-fashioned
- e. say that someone is responsible for something
- f. stay away from

2 Reading

You are going to read an article about phrases to avoid in your career. First, look at the remarks below. Do you think it is a bad idea to use them at work? Why? Next, read the article and put each phrase above the correct paragraph like in the example.

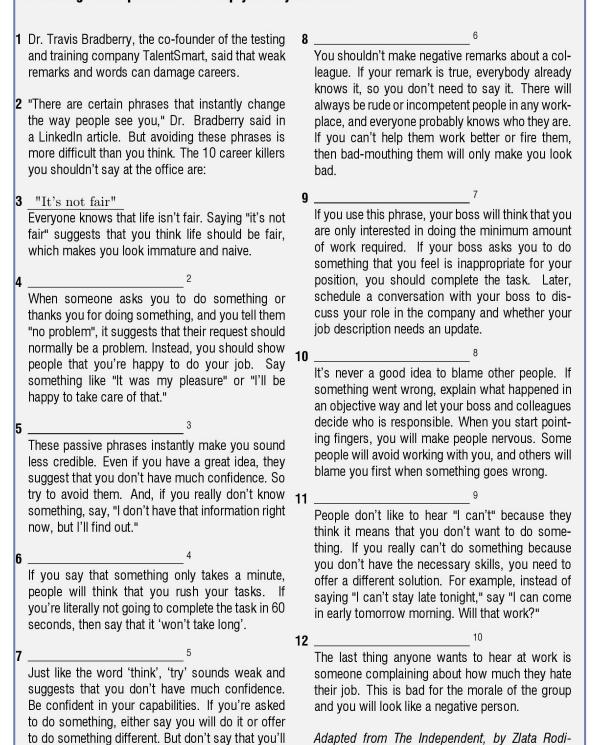
- a. "It's not my fault."
- b. "No problem."
- c. "I hate this job."
- d. "I think .../This may be a silly idea .../I'm going to ask a stupid question."
- e. "This will only take a minute."
- f. "I'll try."
- g. "He's lazy/incompetent/a jerk."
- h. "That's not in my job description."
- i. "It's not fair."
- i. "I can't."





10 things you shouldn't say at work

Avoiding these phrases will help you in your career.





onova, 14 October 2015

try because it sounds like you won't try very hard.

3 Checking understanding

Answer the questions below.

- 1. Which phrase makes other people nervous?
- 2. Which phrase makes you look negative?
- 3. Which phrase makes you look lazy?
- 4. Which phrase makes you look like you do things too quickly and without taking care?
- 5. Which phrase makes other people not want to work with you?
- 6. Which phrase should you avoid if somebody says 'Thank you'?
- 7. Which three phrases show that you are not ready or happy to do your tasks?

4 Find the word ...

Find a word or phrase in the article which means ...

1.	someone who establishes a company with another person or other people (noun, P1):
2.	makes something seem to be true (verb, P3):
3.	If you have (noun, P5), you are certain about your abilities.
4.	to tell someone they must leave their job (verb, P8):
5.	blaming other people (phrase, P10):
6.	the amount of confidence or hope for the future that people feel (noun, P12):

5 Should/shouldn't for advice and expectation

Study the sentences from the text and the table on the next page:

- You should show people that you're happy to do your job.
 (= It's a good idea to show people that you're happy to do your job.)
- You shouldn't make negative remarks about a colleague.
 (= It's a bad idea to make negative remarks about a colleague.)
- ... it suggests that their request should normally be a problem.
 - (= ... it suggests that you normally expect their request to be a problem.)





affirmative forms	negative forms	questions	
l should	I shouldn't (= I should not)	Should I?	
You should	You shouldn't	Should you?	
He/she/it should	He/she/it shouldn't	Should he/she/it?	
We should	We shouldn't	Should we?	
You should	You shouldn't	Should you?	
They should	They shouldn't	Should they?	

Short answers

Yes, I should. / Yes, you should. ...

No, I shouldn't. / No, you shouldn't. ...

6 Grammar practice 1

Rewrite the sentences using 'should' or 'shouldn't':

1.	It's a bad idea to be late for work every day.
	You shouldn't be late for work every day.
2.	It's a good idea to drink some coffee if you are sleepy.
3.	It's a good idea to take a break from time to time.
4.	It's a bad idea to go to work if you have the flu.
5.	It's very cold today. I didn't expect that.
	lt
6.	Is it a good idea for me to arrive before 9am?
7.	I expect that the boss is in his office right now.
	The boss
8.	I expect that the letter will arrive before Thursday.
	The letter
9.	It's a good idea to wear smart clothes for your job interview.





7 Grammar practice 2

Complete the table below. Decide if each piece of career advice is a good or bad idea.

	Good idea	Bad idea
Focus only on your salary.		
Take risks.		
Do everything that your boss asks.		
Avoid difficult tasks.		
Always look for a better job.		
Work hard.		

Now work in pairs. Ask and answer questions about the table below like in the example.

"Should I focus only on my salary?" / "No, you shouldn't"

8 Talking point

Do you agree with the advice in the article? Can you think of any other phrases that you should avoid at work?